



CITY OF RIVERSIDE FIRE DEPARTMENT FIRE PREVENTION DIVISION

INFORMATIONAL BULLETIN: 2022-015

APPROVED BY: C. Kodat, Fire Marshal, 1/1/2023

HAZARDOUS MATERIALS FACILITY CLOSURE PLAN

A Fire Code (CFC), 5001.6.3 and Riverside Municipal Code (RMC), Chapter 9.48.130 Facility Closure Plan:

The CFC, Section 5001.6.3 requires businesses that use, handle or store hazardous materials to file a Hazardous Materials Facility Closure Plan with the City of Riverside Fire Department not less than **30 days prior** to facility closure. The Facility Closure Plan shall demonstrate that hazardous materials which are stored, dispensed, handled, or used in the facility will be transported, disposed of or reused in a manner that eliminates the need for further maintenance and any threat to public health and safety.

This bulletin summarizes the fire and life safety requirements for the closure of facilities that use, store or handle hazardous materials in excess of the quantities specified in RMC, Section 9.48 and the CFC.

Submittal Requirements: (2 Copies)

Submit a cover letter that includes the following information:

- Name and address of business.
- Contact person and phone number.
- Facility closure plans shall be legible and scaled to nationally recognized standards.
- A timeline for the closure.
- Describe the disposition of any hazardous materials and/or waste on site. Provide information if the material is intended for reuse or being shipped offsite for disposal. If materials are shipped offsite for disposal the following information is required to be submitted to the fire department:
 - Name of the Hazardous Waste Contractor or Hazardous Material Contractor.
 - Hazardous Waste Contractor's 12-character U.S. Environmental Protection Agency (U.S. EPA) or California Department of Toxic Substance Control Identification number.
 - Hazardous Waste or Hazardous Material Contractor's phone number.
 - If another method of disposal is used for the handling of hazardous material and/or waste, please provide a description of the method used.

If it is determined by facility staff, City of Riverside Fire personnel, Riverside County Environmental Health personnel, or other government agents that a release of hazardous materials or waste has occurred, a Corrective Actions Work Plan shall be submitted to the County of Riverside. All corrective actions associated with unauthorized releases of hazardous materials and hazardous waste in the County of Riverside must be overseen by the [Department of Environmental Health \(DEH\)](#) or the appropriate California Regional Water Quality Control Board (RWQCB).

Closure Procedures:

- Once your plan has been reviewed, a site inspection will be scheduled. See comments for any additional inspection requirements. The hazardous materials facility closure plan will not receive final approval until all requirements have been completed.
- If underground storage tanks are being closed or removed, a separate permit shall be obtained from **both** Riverside County Environmental Health Dept. and the Fire Department; and must be referenced in the overall closure plan.
- If aboveground storage tanks are being closed or removed, a separate fire permit shall be obtained from the Fire Department prior to the closure or removal on aboveground storage tanks.
- If hazardous material piping is to be removed, an applicable building and/or fire permit shall be obtained prior to the removal. Soil samples shall be taken at 20-foot intervals along the length of piping. For long pipe runs, where there is no sign of contamination, up to three separate samples may be requested.
- Verify that all tanks, vessels, process equipment, piping, etc., are emptied of product and vapors prior to removal. Fire Dept. will be onsite to witness the cleaning and/or removal. Call the Division for specifics.
- Surface, soil, or groundwater samples are often required. Justification should be submitted with the facility closure plan to support requests to not take these samples.
- When samples are required, a report shall be submitted to the Fire Department prior to closure that includes:
 - Copies of laboratory test results from a California Certified Laboratory.
 - Sample locations and depths on a site plan.
 - Sample collection and handling procedures.
 - Any comments concerning contamination of the site.
 - Completed chain of custody form.
 - Copy of most recent Business Plan, including all chemical pages.
- Submit appropriate amendments to the Hazardous Materials Business Plan, if applicable.
- A new owner or operator of the property may take responsibility for hazardous materials and equipment being transferred as long as the necessary knowledge, resources, a plan of action and a letter signed by the new owner or operator accepting responsibility for the hazardous materials are presented to the Fire Department before transfer.
- Confirmation of compliance to all items in the approved closure plan shall be presented before closure plan receives final approval. Include laboratory results, manifests, bills of sale (for equipment and virgin chemicals), etc.

Approvals of Hazardous Materials Facility Closure Plans:

Hazardous Material Facility Closure Plans will only be deemed approved after all work prescribed by the City of Riverside Fire Department is satisfactorily completed and the plan and/or permit card is signed. Approval will only be granted after a review of all analyses done on samples that are taken as part of the closure plan.

Scheduling Inspections:

An inspection by the Fire Department is required prior to approval of the Hazardous Materials Facility Closure Plan. Contact the Fire Prevention Division at (951) 826-5737 to schedule an appointment. **A minimum of a 48-hour notice is required for inspections. Please allow a minimum of 24-hours for return calls. NOTE: FAILURE TO CALL FOR AN INSPECTION OR SUBMIT A FACILITY CLOSURE PLAN IS A VIOLATION OF THE CALIFORNIA FIRE CODE AND RIVERSIDE MUNICIPAL CODE AND MAY RESULT IN CRIMINAL PROSECUTION AND/OR AN ADMINISTRATIVE CITATION UP TO \$500 DOLLARS.**